

CORRECTIONAL CASE RECORDS MANAGER

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 4, 2007

Collective Bargaining Identification: S01

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst,
Office of Selection Services

Number of Incumbents: There are 51 incumbents in this classification
per Department of Corrections and Rehabilitation
Filled/Vacant Position Report dated April 11, 2007.

Names of the Subject Matter Expert(s) and their background:

Linda Hoffman Correctional Case Records Administrator, Case Records Services

Linda Hoffman has been with the Department of Corrections and Rehabilitation for 29 years. She has worked for Case Records North as a Correctional Case Records Manager and currently works as a Correctional Case Records Administrator at Case Records Services.

Chandra White Correctional Case Records Manager, Case Records Services

Chandra White has been with the Department of Corrections and Rehabilitation for 20.5 years. She has worked for Case Records South Parole Division as a Correctional Case Records Manager and currently works as a Correctional Case Records Manager at Case Records Services.

Sonya Cornejo Correctional Case Records Administrator, Adult Institutions

Sonya Cornejo has been with the Department of Corrections and Rehabilitation for 17 years. She has worked for the Parole Division as a Correctional Case Records Manager and currently works as a Correctional Case Records Administrator for the Division of Adult Institutions.

Linda Rodriguez

Correctional Case Records Manager, Case Records North

Linda Rodriguez has been with the Department of Corrections and Rehabilitation for 30 years. She currently works as a Correctional Case Records Manager at Case Records North.

CORRECTIONAL CASE RECORDS MANAGER INFORMATION GATHERING

SMEs review the existing job analysis for Correctional Case Records Manager, dated February 6, 2006, to provide any necessary updates/changes. Minor changes were made to clarify, provide proper grammar, and add etc. to some statements.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Correctional Case Records Manger (CCRM) 1 of 2 2002.